

## FINANCIAL SERVICES GUIDE

This Financial Services Guide ("FSG") is intended to inform you of certain basic matters relating to our relationship, prior to us providing you with a financial service. The matters covered by the FSG include, who we are, how we can be contacted, what services we are authorised to provide you, how we and any other relevant parties are remunerated, details of any potential conflicts of interest and how a complaint about us would be handled

You should also be aware that you are entitled to receive a Statement of Advice whenever we provide you with any advice which takes into account your objectives, financial situation and needs. The Statement of Advice will contain the advice, the basis on which it is given and information about fees, commissions and associations which may have influenced the provision of the advice.

In the event we make a recommendation to acquire a particular financial product (other than securities) or offer to issue or arrange the issue of a financial product, we must also provide you with a Product Disclosure Statement containing information about the particular product which will enable you to make an informed decision in relation to the acquisition of that product.

### BEFORE YOU GET OUR ADVICE

#### Who is my adviser?

Please refer to the Supplementary Financial Services Guide.

#### What advisory services are available to me?

Your adviser is an authorised representative of The Complete Planner Pty Ltd. The Complete Planner Pty Ltd holds an Australian Financial Services Licence No. 278161 and is responsible for the advice provided by its representatives.

#### What kinds of financial services are you authorised to provide me and what kinds of Financial Product/s do those services relate to?

The Complete Planner Pty Ltd is authorised to provide financial product advice and deal in the following:

- i) Deposit and payment products including
  - a. basic deposit products
  - b. deposit products other than basic deposit products
- ii) debentures, stocks or bonds issued or proposed to be issued by a government
- iii) life products including:
  - a. investment life insurance products; and
  - b. life risk insurance products
- iv) interests in managed investment schemes including:
  - a. investor directed portfolio services;
- v) retirement savings accounts (RSA) products (within the meaning of the Retirement Savings Account Act 1997)
- vi) securities
- vii) standard margin lending facility; and
- viii) superannuation

We provide advice on appropriate wealth creation and wealth preservation strategies. We recommend that you regularly review your financial strategy and investments with us (we recommend yearly), to ensure that they remain appropriate for your circumstances. Clients are also

encouraged to contact us at any time for an interim review, or to answer any queries they may have. We only recommend a financial product to you after considering its suitability for your individual investment objectives, financial situation and needs. The Complete Planner Pty Ltd offers both personal and general advisory services. Clients should be aware that when general securities advice is provided it will not necessarily be appropriate for every client. That is why we recommend you seek a personalised review of your investment objectives, particular needs and circumstances before making an investment decision.

#### How will I pay for the service?

The Complete Planner Pty Ltd offers a choice of payment options. You may prefer to pay us a fee, which would be based on factors such as time we spend developing your plan, the type of product involved and/or the amount that you invest.

Alternatively, we may be able to offer you the option whereby we are to receive payment by way of commission or adviser fee, in which case the payment will be made to us by the fund manager/wrap service/life company that you invest or contract with.

We will explain these options to you when providing our advice.

#### Do you receive remuneration, commission, fees or other benefits in relation to providing the Financial Services to me and how is that commission calculated?

Yes, we do receive remuneration for providing professional financial services. As stated above, we may receive this remuneration by way of fees or commission and the amounts can vary, depending upon factors such as complexity of the advice and the amount of time involved.

We will provide full details to you when we give you a Statement of Advice however the following is a guide.

## Fees

Where it has been arranged that you will pay an Adviser Fee directly for our services we will invoice you for the applicable amount. The rate for our services may be a percentage of the amount invested (say 1%), or a flat fee based on an hourly rate, GST inclusive, depending upon the complexity of the services involved.

It can sometimes be arranged for you to authorise that the Adviser Fee be deducted from your invested amount by the Fund Manager or Wrap Service, which will pay the fee to us.

## Commission on Life Risk Insurance Products

When we arrange a life risk contract we would be paid an initial amount of commission by the life insurance company once the insurance proposal has been accepted by the life company and the policy in force. The rates of commission can vary widely because the types of the insured risks involved also vary. However, initial commission normally falls within the range from 0% to 66% of the first year's premium.

Life companies generally pay ongoing or renewal commission. This is based on the premium at that time and is paid to us after the premium has been paid. The rates vary but are usually in the range from 8% to a maximum of 22% p.a.

## Review fee

A review fee may be charged for reviews of existing plans and portfolios to ensure strategies remain appropriate. This fee will be agreed between you and your Financial Adviser. Again, you may be invoiced for an adviser fee when you receive our written recommendations. Alternatively, this fee may be charged on an ongoing basis from your investments as agreed.

## Do you have any relationships or associations with Financial Product issuers?

From time to time, financial product issuers offer our representatives invitations to social and sporting events and the occasional gift such as a bottle of wine or hampers on special occasions. The approximate value of these during the year is \$250.

## WHEN YOU GET OUR ADVICE

### Will you give me advice that is suitable to my investment needs and financial circumstances?

Yes. However, to do so we need to find out your individual investment objectives, financial situation and needs before we recommend any investment to you. You have the right not to divulge this information to us, if you do not wish to do so. In that case, we are required to warn you about the possible consequences of us not having your full personal information. You should read the warnings carefully.

### What should I know about any risks of the investments or investment strategies recommended to me?

We will explain to you any significant risks of investments and strategies that we recommend to you. If we do not do so, you should ask us for further clarification.

### What information do you maintain in my file and can I examine my file?

We maintain a record of your personal profile that includes details of your investment objectives, financial situation and needs. We also maintain records of any recommendations made to you. If you wish to examine your file, you should ask us and we will make arrangements for you to do so.

We are committed to implementing and promoting a privacy policy which will ensure the privacy and security of your personal information. A copy of our privacy policy is available on request.

## Can I tell you how I wish to instruct you to buy or sell my investment?

Yes. You may specify how you would like to give us instructions; for example, by telephone, fax or other means. But in all cases we must receive a written confirmation of these instructions.

## What professional indemnity insurance do you have?

We hold Professional Indemnity Insurance cover for the activities conducted under our AFS licence. The limit of the indemnity is \$4 million for any one claim and \$8 million in the aggregate for all claims arising out of our AFS licence activities. The insurance will cover claims in relation to the conduct of authorised representatives, representatives and employees who no longer work for the Licensee (but who did at the time of the relevant conduct). We believe that our Professional Indemnity insurance cover satisfies the requirements of s. 912B of the Corporations Act.

## IF YOU HAVE ANY COMPLAINTS

### Who can I speak to if I have a complaint about the advisory service?

We are committed to providing quality advice to our clients. This commitment extends to providing accessible complaint resolution mechanisms for our clients. If you have any complaint about the service provided to you, you should take the following steps:

1. Contact your adviser and tell your adviser about your complaint.
2. If your complaint is not satisfactorily resolved within 7 days please contact The Complete Planner Pty Ltd on (03) 9498 0430 or put your complaint in writing and send it to us at PO Box 856, Mount Waverley, VIC. 3149. We will try and resolve your complaint quickly and fairly.
3. If we cannot reach a satisfactory resolution within 45 days, you can raise your concerns with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

The contact details for AFCA are:

Phone 1800 931 678 (free call)

Online [www.afca.org.au](http://www.afca.org.au)

Email [info@afca.org.au](mailto:info@afca.org.au)

Mail GPO Box 3  
Melbourne VIC 3001

Furthermore, the Australian Securities and Investments Commission (ASIC) has a free of charge infoline on 1300 300 630, which you may use to obtain information about your rights and to make a complaint.